

JOB DESCRIPTION

St Cleer Estate Caretaker and Enforcement Officer	
Responsible to	Clerk

Key Responsibilities

This is not intended to be an exhaustive list of all tasks to be undertaken in the conduct of this role, rather a broad outline of the function of this post, which is the smooth running of the St Cleer estate.

Key Principle

As a Parish Appointment this post carries an expectation of excellent customer focus and service to the Electors of St Cleer

Outline of responsibilities

Ensure that the council's estate is clean and aesthetically pleasing; Cleaning <ul style="list-style-type: none">• weekly at the pavilion• 6 times a week the toilet• Bus shelters, phone box and benches at least quarterly
Oversee the Pavilion; bookings, receipts, cleanliness, health and safety, oil and sundry ordering, meter reading and liaison with energy / water providers, Legionella testing, security and in conjunction with the Clerk manage all contractors access to site for routine and emergency maintenance / repair Manage the key register or any digital mechanism that may replace it Liaise with the football manager and youth club to meet the needs of those partner organisations in their access to the Estate
Clear litter and rubbish bins from all of the Council's estate Promote recycling and batch items as appropriate to comply with recycling in Cornwall
Oversee the Estate; annually formally assess the Council's external assets including benches, grit bins, bus shelters and phone box and the internal assets within the Pavilion and Toilets Inspect the Estate: <ul style="list-style-type: none">• weekly visually and manually check the workings, cleanliness and safety of the skate park, play area, MUGA, outdoor gym; remedy any cleaning issue and report any maintenance required• monthly visually and manually check the safety of the benches and bus shelters; remedy any cleaning issue and report any maintenance required, attending to basic maintenance within risk assessment and own competence• Carry out weekly water safety checks and record• Respond to any report of issue from the Clerk or public
PAT Testing for the Parish and other Community Groups as Directed by the Clerk
Work with the Clerk using email as required to provide full report of work undertaken and an audit trail to Council showing due diligence
Give access to the CCTV database of any individual so authorised to access it, usually the Police Access CCTV upon request only to determine if imaging may assist in the managing of crime or antisocial behaviour
Act as a deterrent to dog and litter fouling by providing a physical presence in locations as agreed (in advance) with the Clerk
Act as a deterrent to speeding and antisocial parking by providing a physical presence and digital recording as agreed (in advance) with the Clerk
Any other task deemed reasonable by the Clerk within the competence and time allocation of the postholder

30 January 2019